*All New Haven children, birth through 8 are healthy, safe, thriving in nurturing families*

*and prepared to be successful lifelong learners.*

**Ad Hoc Involving Parents**

**Notes**

**Monday, October 19th , 2015**

Attendance: Liz Hammond, Gail Ford, Tirzah Kemp, Kathy Hagearty, Kia Levey, Sadie Witherspoon, Yoo Jin Chang

1. Council recommendation approach recap.
2. Finalizing the recommendation
	1. Refined the definition of a parent: “The primary caregiver who works or lives in New Haven with responsibility for a child zero to 8.”
	2. Add “We value the parent voice” within the job description.
	3. Clarified the Ad Hoc Involving Parent’s recommendations to the council:
		1. The council adopts the revised job description of the parent member formally.
		2. The council adopts the revised definition of a parent.
		3. The stipend to reflect time and efforts of the “parent” up to $50 stipend per month to include and cover their participation in council meetings (transportation to meetings, missed work time, childcare). With an annual budget of no more than $2000. They are to submit an invoice/request to the Director.
		4. This Ad Hoc recommends the transition for it to become a Recruitment and Retention committee.
			1. With the following timeline:
			From now to January – to process a recruitment strategy for the committee
			January to April –to operationalize the committee.
			May - have names to recommendation at the May meeting.
			2. This committee would recruit parents, mentor, maintain sustainability, ensure council guidelines, balance in-line with the focus, provide membership support
3. Process in resolving over time
	1. rethink about the stipend, expectation, role, meeting times
	2. How to sustain stipends/funders? With about $250 a month, we could fundraise.
	3. We will need 2 or 3 parents
	4. Breaking down – we need supporting documents to define roles
	5. Possible seat in Operations Committee or at least need a commitment that each committee have parent engagement through Operations Committee.
	6. Once recruited and process is set, Dr. Okafor and expedite the approval of the mayor.
4. Next Steps
	1. We need to develop a one-pager of what we do, what does membership look like, the plan of the committee
	2. Work on the timeline for recruitment – Kia and Tirzah will spearhead the recruitment committee